

Sanju Chaudhary

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📍 Sirsa, Haryana

📅 08/06/2001

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Career Objective

To make positive contribution as part of a well reputed organization in a position where my management, decision making, and communication skills and hard work will be appreciated and enhanced.

About Myself

I aspire to do justice to my work. I believe that honest efforts for doing a work never get wasted. My strength lies in my preservance & inter-personal skill that contribute to all possible ways to achieve the goal.

Professional Experience

Account Assistant

02/2023 – 06/2023 | Delhi

ANA Tenderasia Pvt Ltd

Working in CA Firm

Gurgaon, India

Ajay Rattan & Company

Finance Intern

07/2022 – 09/2022 | Jaipur, India

Modish tractorautkisan Pvt Ltd

- Accurately and promptly processing documentation
- Update Bank Statement
- Gst Return Prepare
- E- way Bill Genrate
- Party ledger reconciliation
- Mis Report Prepare
- Vouchers Entry
- Prepare monthly Reconciliation
- Generating TDS, TCS..
- Working of sales and purchase GSR calculation
- ITR

Interests

Reading, Photography, Traveling, Badminton

Education

Master of Business Administration <i>Guru jambheshwar University science & technology</i>	09/2021 – present Hisar, India
Bachelor of Business Administration <i>Jan Nayak Chodhary Devilal Vidhyapeeth</i>	08/2018 – 07/2021 Sirsa, India
Senior Secondary Education <i>G.P.S.S School, Madhosinghana</i>	04/2017 – 03/2018 Sirsa, India
Secondary Examination <i>S.C.R.P School, Jamal</i>	04/2015 – 03/2016 Sirsa, Haryana

Skills

Soft Skills

(|Communication Skills|Management Skills|)

Hard Skills

(|Finance|Accounting|Business Skills|Tax Planning|Finance Planning|)

Key Skills

¶Taxation¶ ¶Tally¶ ¶TDS¶ ¶Direct Tax¶ ¶Excel¶ ¶VLOOKUP¶
¶Tax planning¶ ¶Account Management¶ ¶Finance Management¶ ¶Cash Flow Management¶

IT Skills

Quick books latest version
Tally Prime latest version

Certificates

CERTIFICATE OF PROFICIENCY

DIRECTORATE OF SCHOOL EDUCATION HARYANA

CERTIFICATE OF ACCOMPLISHMENT

INFO MIND

Advance Diploma in Computer Accountancy

ACE COMPUTER CENTRE

Languages

English, Hindi, Punjabi

 **Extra Curriculum Activities**

SSC Stock Exchange

Digital Marketing Workshop at JCDV, Sirsa

CRT Training : Rubicon Skill Development

Group Discussion Series

 **Personal Qualities**

A good listener, fast learner, Confident, team handling skills.

Enthusiastic towards any type of work

Ability to interact with people

Comprehensive Problem Solving Ability and superb attention to detail.

Punctual and always on time.

Good verbal and written communication skills.

Having Never-Say-Die Attitude

 **Declaration**

I hereby declare that all the information provided above is true to the based of my knowledge.

Sanju

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Sirsa,